

## **Procedure No. 3-09**

### **PETTY CASH CHECKING ACCOUNT**

#### **Purpose**

To establish administrative policy and procedures for the City Auditor Petty Cash Checking Account.

#### **Background**

The purpose of the checking account is to allow the City Auditor's Office to write checks for petty cash disbursements under \$200 for which paying in cash is not feasible.

The funds to be deposited in the checking account will come from the \$700 petty cash fund of the Office of the City Auditor. The primary custodian for the petty cash fund, as well as the checking account, is the Senior Office Specialist; the alternate custodian is the Office Specialist II. Use of the checking account will be limited to petty cash disbursements not exceeding \$200. Employees will not be reimbursed from this account. The checking account will be administered as part of the City Auditor's Office petty cash fund and reimbursement of the checking account disbursements will be included in the City Auditor's Office petty cash replenishment process.

Each check will require at least two signatures; the authorized signatories will be the City Auditor and the three Supervising Auditors. The petty cash custodian will write the checks, maintain the check register and serve as the blank checks custodian. The Executive Assistant to the City Auditor will prepare a monthly bank reconciliation and an audit intern staff will conduct an annual audit of the checking account.

#### **Procedure**

Petty Cash Custodian	1. Write the checks, maintain the check register and serve as the blank checks custodian. (NOTE: Do not reimburse employees from this account. Use cash to reimburse employees.) 2. Replenish the petty cash checking account as part of the petty cash reimbursement process.
City Auditor and Supervising Auditors	3. Review petty cash disbursement documentation for compliance with City procedures. 4. Sign checks. (Each check will require at least two signatures.)
Executive Assistant to the City Auditor	5. Prepare monthly a bank reconciliation of the petty cash checking account.
Audit intern staff	6. Conduct an annual audit of the petty cash checking account in June or July. Submit a written audit report to the Finance Department.